DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO 5271.2A
CCIS-47
30 Oct 89

MARINE CORPS ORDER 5271.2A

From: Commandant of the Marine Corps
To: Distribution List

Subj: AUTOMATED INFORMATION SYSTEM (AIS) STRATEGIC PLANNING

Ref: (a) MCO P5231.1, Life Cycle Management for Automated
          Information Systems Projects (LCM-AIS)
      (b) MCO 5271.3A, Management Oversight of Automated
          Information Systems
      (c) SECNAVINST 5230.9, Information Resources (IR)
          Program Planning
      (d) MCO 5271.1, Information Resources Management (IRM)
          Standards and Guidelines Program

Report Required: MRISP Planning Data Submission (Report
                  Control Symbol MC-5271-01), par. 9b

1. <u>Purpose</u>. To set forth policies and objectives and assign
responsibilities for AIS planning.

2. <u>Cancellation</u>. MCO 5271.2.

3. <u>Background</u>. Automated Information Systems (AIS's) are
playing an increasingly important role in support of Marine
Corps programs and objectives. Functional Managers, as defined
in reference (a), have increased requests for development of
new AIS's and changes to existing AIS's. Because of the
increasing demands for information resources, the Assistant
Commandant of the Marine Corps (ACMC) Committee established the
Information Systems Steering Committee (ISSC) to oversee
IRM-related issues. Reference (b) designates members of the
ISSC and assigns responsibilities and functions. The ISSC, in
compliance with reference (c), directed the establishment of a
formal AIS planning process. This Order provides policy and
guidance on AIS strategic planning programs.

4. <u>Definitions</u>

    a. <u>AIS</u>. A combination of information, computer, and
telecommunications resources, and other information technology
and personnel resources which collect, record, process, store,
communicate, retrieve, and display information.

b. AIS Strategic Planning. A structured, designed process that produces an integrated plan of action for accomplishing an organization's missions and objectives over a 5-year or longer period. AIS strategic planning develops and documents the Marine Corps' direction and specifies the AIS programs and resource requirements necessary to support stated missions and objectives.

5. Planning Process. Effective AIS planning consists of a coordinated hierarchy of near-term and strategic AIS plans.

    a. In the near-term and at the greatest level of the detail are AIS and computer equipment support plans. These plans provide specifics on such things as training, telecommunications, testing, facilities, implementation, contingency support, and other related activities which serve the transition from the development phase to the operational phase. Specific guidance on the preparation of these plans is contained in IRM technical publications issued under the authority of reference (d).

    b. The Mid-Range Information System Plan (MRISP) is a strategic AIS plan which describes both information resources needs and necessary support capabilities required to meet the needs of the Fleet Marine Force, the supporting establishment and HQMC functional managers. This plan is developed annually by the Director, Command, Control, Communications and Computer (C4) Division by consolidating individual planning submissions prepared by the functional managers and field commands that have been delegated procurement authority for acquiring information resources.

6. Planning Objectives. The objectives of AIS strategic planning are to:

    a. Provide a means to document, monitor, and guide the Marine Corps AIS Program.

    b. Provide the information and justification necessary to program information resource requirements in the Planning, Programming, and Budgeting System (PPBS).

    c. Focus increased attention on the management of information resources.

    d. Provide information on the current status and future direction of the use of computers and data communication technology within the Marine Corps.

    e. Avoid duplication of effort and encourage the sharing of resources where appropriate.

f. Involve top level management, functional managers, and users in AIS strategic planning.

g. Present to Marine Corps leadership, functional managers, and users how funds are being allocated for IRM activities.

h. Focus IRM activities into a concerted program designed to achieve IRM objectives.

i. Provide the Marine Corps IRM Program objectives and plans to higher authority.

7. <u>Responsibilities</u>

a. <u>Director, C4 Division (CMC (CC))</u>. The Director, C4 Division is responsible for implementing and administering AIS strategic planning. The responsibilities include:

(1) Developing the MRISP by consolidating the plans, submitted by the functional managers and commands having delegation of procurement authority, and identifying what and how resources must be applied to support those plans.

(2) Performing technical reviews of near-term plans to ensure that AIS development and enhancement projects conform to life cycle management principles described in reference (b).

(3) Developing near-term plans to support information technology acquisition and implementation.

b. <u>HQMC Functional Managers and Commands with Delegated Procurement Authority for Acquiring Information Resources</u>. Commands that have been delegated procurement authority for acquiring information resources and functional managers within HQMC staff agencies will:

(1) Develop near-term plans to support AIS development and enhancement projects per reference (a).

(2) Develop functional/command plans following the technical standards and guidelines promulgated by reference (d), and submit plans to the CMC (CC). Fleet Marine Force commands will submit plans to the Commanding General, Marine Corps Combat Development Command (CG MCCDC), Quantico, Va.

c. <u>CG MCCDC</u>. The CG MCCDC will review and consolidate the FMF command plans and submit the consolidated FMF plan to the CMC (CC).

d. ISSC. The ISSC will approve the MRISP prior to
submission to the ACMC and Chief of Staff for signature.

e. Directors, Marine Corps Central Design and Programming
Activities (MCCDPA's), Regional Automated Services Centers
(RASC's), and Regional Job Entry (RJE) Sites. The directors,
MCCDPA's, RASC's and RJE Sites are responsible for maintaining
and reporting a comprehensive data processing inventory of
hardware and system software. Inventory information will
continue to be submitted to the CMC (CCIR) as events take
place; i.e., excess equipment, new equipment or relocated
equipment. Additionally, AIS technical specifications as
outlined by IRM-5271-05, "IRM Planning," established by
reference (c) are to be reported.

8. Policy

a. Near-Term Plans. Near-term plans will be prepared as
required by reference (a).

b. MRISP. The MRISP planning submissions will address the
current year through the current Program Objectives Memorandum
(POM) planning period. Additionally, resource expenditure
information from the last complete fiscal year will be
included. The MRISP will be updated annually to describe the
IRM Program objectives, assumptions, governing strategies for
managing information resources, ongoing or planned major
acquisitions, AIS development projects, opportunities for
improvement and other IRM-related issues. Tactical data
systems having only tactical applications will appear in the
Command, Control, and Communications (C3) portion of the
command element subplan of the MAGTF Master Plan. AIS's that
have a portion of their system used in the FMF will appear in
both the command element subplan and the MRISP.

9. Procedures

a. Director, C4 Division will solicit input from
functional managers and those field commands having delegation
of procurement authority for acquiring information technology
in the form of an MRISP Planning Call.

b. Functional managers and field commands will submit
planning data outlined by IRM-5271-05, "IRM Planning,"
promulgated by reference (d) to the Director, C4 Division.
Report Control Symbol MC-5271-01 has been assigned to this
report.

c. The Director, C4 Division will provide needed technical
support to analyze, consolidate, and format the planning

submissions. A draft MRISP will then be routed to the ISSC for comment.

    d.   The Director, C4 Division will revise the draft based on the ISSC comments as appropriate and submit the MRISP to the ISSC for approval. The ISSC approval of the MRISP will constitute an endorsement of the contents of the MRISP, but does not constitute approval for funding or AIS development.
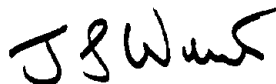
    e.   After approval by the ISSC, the MRISP will be submitted to the ACMC and Chief of Staff for signature. The Director, C4 Division is responsible for the publication and distribution of the MRISP.

    f.   <u>Records Disposition</u>. A signed copy of the MRISP will be retained by the Director, C4 Division (CMC (CCIS)) for a period of 7 years. All other copies of the MRISP's and related material, to include functional manager submissions, may be destroyed 2 years after submission.

10. <u>Relationship to PPBS</u>. AIS initiatives will compete individually during the POM process. The ISSC will put supporting establishment (SE) AIS initiatives in priority order. In a like manner, CG MCCDC will include FMF AIS initiatives in their FMF POM priority list. The merging of SE and FMF POM priority lists is the responsibility of the Deputy Chief of Staff for Requirements and Programs (CMC (RP)). The final determinant of the funds applied to each AIS initiative is the money appropriated by Congress after Navy Comptroller (NAVCOMPT), Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), House Armed Services Committee (HASC), and Senate Armed Services Committee (SASC) budget reviews coupled with the AIS program's ability to execute funds appropriated. Out-of-cycle AIS funding requests will be merged into existing priority lists by CG MCCDC or the ISSC, as appropriate, before funding is considered.

11. <u>Action</u>. Addressees will ensure compliance with the provisions of this Order.

12. <u>Reserve Applicability</u>. This Order is applicable to the Marine Corps Reserve.

J. J. WENT
Assistant Commandant
of the Marine Corps
and Chief of Staff

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